

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duty of which is assisting in the management of a shift in the police department. Employees of this class are required to perform administrative duties to provide for the efficient operation of the assigned service or division. Police Lieutenants also oversee the preparation and maintenance of records and reports required to document department activity, and perform and supervise law enforcement duties. Employees of this class work with a high degree of independence in the performance of their tasks, with work reviewed by a Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and traffic accident investigation, criminal investigation, juvenile procedures, and special operations. Conducts research to be used in making management decisions and for the planning of programs and activities for an assigned division or service. Assists in the development and implementation of a safety program for the department. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members. Assists in the preparation of the departmental operating budget by gathering information and preparing expenditure estimates.

Supervises and inspects subordinate police department employees, making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work.

Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the appointing authority.

Completes forms or records to document the activity of the department.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Serves as an official department representative at any meetings assigned.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Sergeant immediately preceding the closing date for application to the board.

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